



FINANCE OFFICE FOCUS

DSSN 6796

1st Quarter 2003

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Finance Officer-Capt J.L Reppert
Asst F.O. – GS11 E.L Berger
Finance Chief– MSgt R.H Baxter

REMINDERS

OFFICE HOURS

Monday - Friday
0730-1130 1300-1530

The Finance Office has a new Fax number for all sections:
(858)577-8614, DSN 267.

The Finance Office website has been delayed due to new Website requirements. The site will be online effective 02/03. The website will contain information, policies and downloadable documents specific to the Miramar Finance Office.

Marines E-5 and below must go to their admin unit for assistance. If further assistance is required, the admin unit must notify the Finance Office prior to referring the Marine.

Marines conducting business in the Finance Office must be in the uniform of the day. The only exceptions are Marines that are on leave, in which case appropriate civilian attire is required.

EMSS/MyPay

EMSS has changed to “MyPay”. The Website can be found at <https://mypay.dfas.mil>. It is recommended that Marines use “MyPay” to obtain a copy of their LES and stop the hard copy. Marines also have the capability to view travel vouchers, and make changes to their personal records.

PAY NEWS

OIC – CWO2 L.R Gausepohl
SNCOIC – SSgt D.L Thomas
Contact # - 858-577-6981

2002 W-2s

For replacement W-2s, Marines should go to the MyPay website. W-2 corrections should be submitted on Monday. Completed requests will be returned the following Friday in accordance with the Finance Officer policy letter dated 07Jan03.

TEXAS BASED UNITS ONLY

Pay related documents may be submitted to the Pay Section OMB via: MilPay@miramar.usmc.mil

SEPARATION NEWS

Contact # - 858-577-8617

STOP-LOSS

Admin units should contact the Finance Office to recover 11060's that have already been submitted for Marines affected by the stop-loss policy. This will prevent an erroneous separation payment in the future.

MGIB

If a Marine's MGIB allotment has been started but will not be completed before the month prior to separation the Marine must bring the remaining amount to the Finance Office with appropriate documentation. If the remaining balance is not contributed, the allotment will be stopped the month prior to separation and closed.

LEAVE

It is the responsibility of each Marine to ensure annual leave is run in the system before taking terminal leave. This will limit the possibility of being in an excess leave status.

If a Marine takes annual leave after the separation package has

been submitted, the Finance Office must be notified to prevent possible excess leave.

TRAVEL NEWS

OIC – 2nd Lt A. Maltese
SNCOIC – GySgt K.D Mauk
Contact # - 858-577-6982

TAD 1 ON 1

Effective 01 FEB 2003 the Finance Office will no longer settle travel claims 1on1 with Marines. Marines should turn their claims into their admin unit or hand the completed claim over the counter at the Finance Office.

SETTLEMENT SUMMARY

EMAIL for IATS allows members to receive their travel voucher via email once their claim has been settled. The email address must be annotated on the checklist.

Travel vouchers can also be obtained from the MyPay or Marine on Line (MOL) websites.

1351-2 COMPLETION

Authorizing Officials signing the 1351-2 must print their name, extension and reason for signature to help the Finance Office research information concerning the claim.

PCS claims with TEMINS in route must start the itinerary at the original PDS (vice intermediary TAD sites) even when the member has received partial settlements.

When resubmitting a claim for a supplemental payment, annotate on the itinerary portion of the 1351 -2 that the claim is a supplemental and the entitlements claimed.

ORDERS

Travelers are strongly encouraged to thoroughly read their orders to understand exactly what expenses (i.e. rental car, conference fees) are authorized. If there is a discrepancy contact your admin unit before beginning travel.

Conference fee receipts must be included when settling a claim to indicate meals provided with the fee. If not, the statement “no meals provided” must be included. Without a meals statement, conference fees will not be reimbursed. The conference fee must also be authorized in the orders.

EXPENSES

Every traveler must pay his or her own expenses. GTCC holders may not pay any expenses for another traveler. Expenses paid for another traveler will not be reimbursed.

Rental car receipts must be submitted to the Finance Office. A traveler submitting a “Statement in lieu of receipts” will not be reimbursed for a rental car.

Reimbursement for taxis in and around the TAD site must be authorized in the orders.

OPERATIONS NEWS

OIC - GS11 E.L Berger
CivPay – GS07 P.A Garcia
Contact # - 858-577-1748

NAVMC 11119

Effective December 15 the Finance Office converted all NAVMC 11119's to a new format. All units were sent the new forms and instructions. Several Units have not yet complied. Units who have not yet responded must do so prior

to 15 Feb 2003. The new forms are designed specifically for business with this Finance Office and can be obtained by contacting GS11 Berger.

BONDS AND ALLOTMENTS

The Finance Office issues Electronic signatures (ELSIGS) for bonds and allotments. ELSIGS that are not changed within the 60 -day requirements will be deleted without notice. For all ELSIG administration, email your requests to GS11 Berger:
bergerel@miramar.usmc.mil.

CIVILIAN PAY

Timekeepers conducting business with the Finance Office must go to the Customer Service counter. Customer Service will collect documents submitted and return documents in section folders. This section will also handle any other specific concerns or issues.

UPCOMING DUTY PAY OFFICER

January	GS11 Berger
February	CWO2 Gausepohl
March	GS11 Berger

Duty Pay Officer Cell Phone
619 246-7508